

BUILDINGS FOR LEASE OR RENT APPLICATION

Application number: _____

This application is used for Buildings for Lease or Rent (BLR) in Lake County. Attach a check payable to the Lake County Planning Department for **\$250.00** plus **\$10.00** per building/unit under review and submit the application materials (**2 copies**) to the Lake County Planning Department, 106 Fourth Avenue East, Polson, MT, 59860.

Please check (✓) the box next to each item below to demonstrate completion of the item. If an item is not applicable to your proposal, include N/A next to the box to indicate it is not required.

- ☐ **1. Applicant Contact Information** (must be a landowner with interest in the property, who is authorized to propose and conduct the proposed activities):

Name of Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone # _____

Email: _____

- ☐ **2. Local Agent/Contractor Contact Information*** (if applicable):

Name of Agent/Contractor: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone # _____

Email: _____

** If more than one agent/contractor is being used, attach a sheet containing the additional information.*

- ☐ **3. Correspondence:**

The original BLR approval letter and other correspondences should be sent to:

1) Applicant ☐ or 2) Local Agent/Contractor ☐ (check one)

Note: A copy of the approval letter and other primary correspondence will be sent to the other party.

- ☐ **4. Supplemental Authorization from Landowner (if applicable):**

If the person submitting and signing & certifying the application is not the current landowner of the property where the project will occur, an authorized landowner must attach a letter to this application that authorizes the agent/contractor to act on the landowner's behalf in matters related to this proposal including all understandings, certifications and representations made pursuant to this application.

- ☐ **5. Project Location/Description:**

Property Address: _____

Legal Description:

Subdivision, COS, or Deed Exhibit #, etc.: _____ Lot: _____ Block: _____

Section _____, Township _____ North, Range _____ West. Lot Size: _____ Acres / Square Feet (circle)

Tax ID Number: _____ Geocode: _____

Zoning District: _____ Sub-Unit: _____

☐ **6. Location Sketch:**

Attach a location sketch that is adequate to locate the property for a site visit. The sketch should identify such items as road signs, landmarks or other features to assist in locating the project site.

☐ **7. Current Property / Proposal Description:**

a. What is the current use of the property? (Circle all that applies)?

-Residential/Commercial/Agricultural/Other_____

b. What is the proposed use of the property (Circle all that applies)?

-Residential/Commercial/Agricultural/Other_____

c. Are there any restrictive covenants, deed restrictions, private use or maintenance agreements, easements or similar encumbrances associated with the property? Yes ____ No ____ (If yes, attach a copy)

d. Provide a brief description of the proposed project below:

☐ **8. A copy of the deed or other instrument showing title and ownership of the subject property.**

☐ **9. Detailed Site Plan:**

Attach a site plan (the preferred scale is 1 inch to 20 feet) to demonstrate that the proposed project complies with the applicable zoning regulations. Check the box for each item that has been included on the site plan.

- ☐ a. North Arrow and scale bar;
- ☐ b. Property boundaries with dimensions noted;
- ☐ c. Location and dimensions of existing and proposed onsite and adjacent offsite streets, roads and easements and a description of the surfacing (gravel, concrete, asphalt, etc.) that will serve the proposal;
- ☐ d. Location of the existing and/or proposed access to the subject property;
- ☐ e. Pertinent geographic features of the subject property, including any significant topographical features and designated floodplain;
- ☐ f. Location of existing or proposed water, wastewater and solid waste facilities serving the subject property;
- ☐ g. Location and general description of all existing and proposed structures with dimensions included (Note: For the purpose of this requirement, the location and dimensions shall include all roof eaves/gutters, attached decking, patio areas, etc.);
- ☐ h. Existing and proposed outdoor lighting;
- ☐ i. Existing and proposed stormwater management infrastructure and drainage features;
- ☐ j. Existing and proposed utilities, including an indication of whether utility lines are above- or below-ground.

☐ **10. A detailed narrative describing the following:**

- The existing and proposed buildings and their location on the subject property, including the uses proposed for each and the approximate floor area and ground coverage of each building;

- The proposed water, wastewater and solid waste disposal facilities intended to serve the proposed buildings for lease or rent;
- The emergency medical, fire, and law enforcement services proposed to serve the buildings for lease or rent and comments received from service providers and other interested parties;
- The existing and proposed access to and from the site, as well as on-site circulation providing access to the existing and proposed buildings for lease or rent;
- The potential significant impacts on the surrounding environment and/or human population as a result of the proposed buildings for lease or rent, including a description of any proposed mitigation measures to avoid or minimize impacts anticipated;
- Discuss the stormwater management plan, landscaping, buffers and/or fence plans, dust control plan, and maintenance plan for shared infrastructure.

☐ **11. Elevation Views:**

Attach elevation views of each of the four major sides of the proposed structure(s) that show the dimensions of the structure relative to the grades of the existing and proposed (finished) ground elevations to allow the Planning Department staff to calculate the average building height of the structure(s), as applicable.

☐ **12. Lake County Environmental Health Review (Sanitation):**

Note: All projects are required to demonstrate compliance with all applicable Lake County Environmental Health requirements prior to approval of the BLR. If a separate Environmental Health Department application is not submitted for review at this time, floor plans may be required for all structures providing living space to allow the Environmental Health Department to assess the capacity of the wastewater treatment system serving the property. If floor plans are not provided with this or another application, a sanitarian may contact you to obtain the necessary information.

Have you obtained an on-site wastewater treatment system installation or use permit from the Lake County Environmental Health Department for the proposal? Yes_____ No_____

If yes, what is the permit # _____

If not, please explain: _____

Office Use only:

Sanitarian review/comments: _____

☐ **13. Other Required Permits:**

Are there any other permits required to complete the project? Yes_____ No _____

If yes, include the name of each permitting agency and the type of permit(s) required below and include a copy of the permits or applications in the BLR Application packet.

☐ **14. Additional Requirements for properties located within a Zoning District:**

Attach any other information necessary to demonstrate compliance with the applicable zoning regulations.

☐ **15. Property Staking:**

The applicant (or agent/contractor) shall stake the exterior boundaries of the property and any proposed structure prior to submitting this application to the Lake County Planning Department for review.

☐ **16. Landowner/Agent Certification:**

By signing this application, I certify that the information being provided is true and correct to the best of my knowledge and that I am the owner of the property or I am the owner's authorized agent. I understand that the Buildings for Lease Rent (BLR) approval letter will strictly limit activities to authorized plans on file with Lake County and to all conditions of approval. Any changes to the proposed construction, including additional construction, would require addition review and approval by Lake County. I further understand that the applicable activity proposed by this application shall not commence on the proposed project until a BLR approval letter has been issued by the Lake County Planning Department and all conditions of approval have been met. If construction commences prior to BLR approval, the applicant and the designated agents may be liable for fines, corrective actions, and/or after-the-fact permitting fees. Furthermore, I, the undersigned applicant or agent, am familiar with the current BLR regulations that apply to the subject property. By completing and signing this application form, I certify that all work required to complete the proposed development will be done in compliance with the requirements of the BLR regulations, as well as, all applicable regulations of Lake County including but not limited to zoning, sanitation requirements, subdivision approvals, and any requirements of the State of Montana. Furthermore, I hereby grant permission to the members of the Lake County Planning Department staff or their designated agents to enter onto the subject property for the purposes of evaluating this application and any construction or modification of the site that will occur as a result of this application.

OWNER or AUTHORIZED AGENT/CONTRACTOR
SIGNATURE

DATE

Incomplete or erroneous applications will be returned to the applicant.

Lake County Planning Department contact information:

106 Fourth Avenue East, Polson, MT 59860

Phone: 406-883-7235 Fax: 406-883-7205

Email: planning@lakemt.gov

www.lakecounty-mt.org/planning